



BAR USE PERMIT

Application Checklist

SCHEDULE A MEETING WITH YOUR PROJECT COORDINATOR BEFORE SUBMITTING APPLICATION.

At your pre-application meeting, your project coordinator will identify which items are required for submittal. Please note that ALL items checked will be required at the time of formal submittal. An appointment must be scheduled to submit this application. To schedule your submittal meeting, please call Current Planning at 480-312-7000. **CASE # _____-PA-_____**

Part I-- Submittal Requirements

All Graphics And Plans Shall Be To Scale And Dimensioned.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Use Permit Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed Application Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Application Fee \$_____ (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Letter of Authorization (from property owner(s) if the property owner did not sign the application form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Current Title Report (requirements form provided) <ul style="list-style-type: none">8-1/2" x 11" – 1 copyA) Include complete Schedule A and Schedule B.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Legal Description: (if not included in Title Report) <ul style="list-style-type: none">8-1/2" x 11" - 2 copies
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Project Narrative (please address the attached criteria in the zoning code, Section 1.403,C.1)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. Existing Conditions Color Photo Exhibit: Provide photos mounted or printed on 8-1/2"x11" paper. For inclusion in the packets. Printed digital photos are OK. <ul style="list-style-type: none">Photos mounted on cardboard, foamboard, particleboard, posterboard or other material will not be accepted.See attached Existing Conditions Photo Exhibit graphic showing required photograph locations and numbers.Provide 1 color original set and 1 color copy sets.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. Neighborhood Involvement (see packet for requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Site Posting Requirements and Affidavit (decal provided)

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Part II – Required Plans & Related Data

- ☒ ☐ **11. Site Plan** (Include all existing or approved site plan data. Use an engineer's scale not less than 1" = 40'):
- 24" x 36" - **15** copies **FOLDED**
 - 11" x 17"- **1** copy
- ☒ ☐ **12. Floor Plans:** (Use an architect's scale not less than 1/8" = 1' The floor plan data shall be used to determine parking requirements, & kitchen area as a percentage of total square footage.)
- 24" x 36" - **2** copy **FOLDED**
 - 11" x 17" - **1** copy
 - Digital- **1** copy (See Digital Submittal Plan Requirements)
- ☒ ☐ **13. Lighting Site Plan**, include all lighting (free standing, building mounted, canopy, landscaping, etc.)
- 24" x 36" - **1** copy **FOLDED**
- ☐ ☐ **14. Parking Analysis** (Identify required and provided parking, based on the floor plan information.)
- **3** copies
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- ☐ ☐ **15. Parking Master Plan** (required for reduction of ordinance requirements?)
- **3** copies
- ☐ ☐ **16. Trip Generation Comparison**
- **3** copies – (complete the provided questionnaire)
- ☒ ☐ **17. Security and Maintenance Plan** (provided)
- ☐ ☐ **18. Noise Study** (provided)
- ☒ ☐ **19. Refuse Plan** (provided)
- ☐ ☐ **20. Other**
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Part III – Required Criteria for Project Narrative

Please respond to the following criteria in the Project Narrative:

Sec. 1.403 (C.1.)

C.1. Bars, cocktail lounges, and/or after hours establishments

1. The use shall not disrupt existing balance of daytime and nighttime uses.
2. The use shall not disrupt pedestrian-oriented daytime activities.
3. If the site is located within the downtown overlay district then:
 - A. The use shall not encourage displacement of daytime retail uses unless it can be demonstrated that the proposed use shall promote diversity of first floor uses along the street.
 - B. The required parking for the use shall be within 600 feet of the property and shall not be separated from the property by a major or minor arterial street.
4. If the use is located within 500 feet of a residential use or district then:
 - A. The use shall not adversely impact residential uses.
 - B. The use shall provide methods of buffering residential uses.
5. An active management and security plan shall be created, approved, implemented, maintained and enforced for the business.
6. The applicant shall provide, with the application for a conditional use permit, a written exterior refuse control plan which must be approved by the planning and development department staff as complying with the written guidelines of the department.
7. The applicant shall demonstrate how noise and light generated by the use shall be mitigated.
8. The applicant shall demonstrate that the use shall meet required parking and shall not exceed capacity for traffic in the area.
9. After hours establishments must maintain a valid after hours establishment license.

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